



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 3.23

Subject: Management of Federal Benefits

Supersedes: DYD 2.21, 07/01/90

Local Policy: No

Local Procedures: No

Training Required: Yes

Approved by:

Effective date: 03/01/01

Revision date:

Application

To All Department of Children's Services Employees.

Authority: TCA 37-1-151, 37-5-106

Policy

Federal benefits identified as Social Security, Veteran's Benefits, Black Lung Benefits, Railroad and Miners' Benefits shall be managed, maintained and used in accordance with state and federal laws, departmental policy and shall be expended only to provide for the direct care and maintenance and/or personal needs of children and youth. The procedures outlined in the State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual shall be the operational procedures used in providing and managing Federal benefits.

Procedures

A. Implementation

The operational procedures for providing Federal fund disbursements as outlined in the State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual must be managed and implemented by the Department of Children's Services fiscal services assistant commissioner and directors and/or their designee(s).

B. Availability

The State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual must be made available to all employees involved with the

management of Federal benefits disbursements.

C. Training

All appropriate fiscal services employees shall receive training communication, and interpretation of procedures set forth in the State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual, as needed.

D. Annual review

The assistant commissioner/designee of DCS fiscal services must ensure that the State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual is reviewed and updated on an annual or as needed basis.

Forms

None

Collateral Documents

None

Standards

3-JCRF-1B-02

3-JCRF-1B-19

3-JTS-1B-07

3-JTS-1B-18

3-JTS-1B-19